

## **INSTRUCTIONS TO CANDIDATES**

### **(For applying to the posts of Assistant Section Officer)**

- 1.** Applicants must go through the details of the Advertisement available in the website of the High Court of Orissa before filling up the online application form.
- 2.** Applicants are required to apply online only through the High Court of Orissa website. No other means/mode of application will be accepted.
- 3.** The applicant has to register himself or herself by giving his/her Name (which should be same as mentioned in HSC or Equivalent Certificate), valid Mobile Number and E-Mail ID (All future communication from the High Court is to be made in this Mobile no. & E-Mail ID).
- 4.** After creating login credentials, applicants need to login with these credentials and required to fill their complete information as required.
- 5.** Applicants can use this Log in credentials to View the status of application or take print out of submitted application form, or to check the uploaded documents.
- 6.** Scan the following documents in (JPG/JPEG/PNG/PDF) format as specified below:

<b>Sl. No.</b>	<b>Description</b>	<b>Type</b>	<b>Size</b>
I	HSC or equivalent certificate in support of Name & proof of age.	JPG/JPEG	300 KB -500 KB
II	Certificate of Bachelor's Degree from a recognised University or such other qualification equivalent thereto.	JPG/JPEG/PNG/ PDF	500 KB (Max)
III	Certificate showing adequate knowledge in Computer Application.	JPG/JPEG/PNG/ PDF	500 KB (Max)
IV	Certificate of good character from the Institution last attended, or from two persons of repute, one of whom must be a Gazetted Officer (Must have been issued within 3 Months from the last Date of submission of Application.)	JPG/JPEG/PNG/ PDF	500 KB (Max)
V	Recent passport size color photograph. (Photograph must be clearly visible with proper orientation.)	JPG/JPEG	100 KB (Max)
VI	Full signature of the candidate. (Signature must be clearly visible with proper orientation and in white background.)	JPG/JPEG	100 KB (Max)
VII	Aadhaar Card (Front side)	JPG/JPEG	300 KB -500 KB
VIII	Certificate from the competent authority indicating the category of the caste or the tribe or the class of the applicant, in case he or she belongs to Scheduled Caste, Scheduled Tribe or SEBC and claims reservation under such category. (In case of SEBC, certificate must have been issued within 3 Years from the last Date of submission of Application.)	JPG/PNG/PDF	500 KB (Max)
IX	Medical Certificate or Disability Certificate from the competent Medical Board or Authority indicating the nature of disability in case of PwDs.	JPG/JPEG/PNG/ PDF	500 KB (Max)
X	Discharge Certificate issued by the Commanding Officer of the Unit last served and claims reservation under Ex-Servicemen category.	JPG/JPEG/PNG/ PDF	500 KB (Max)

XI	Affidavit for not been appointed against any Civil Post after military service (For Ex-Servicemen only).	JPG/JPEG/PNG/ PDF	500 KB (Max)
XII	Sports Certificate, issued from Director of Sports, Government of Odisha (For Sportspersons only).	JPG/JPEG/PNG/ PDF	500 KB (Max)
XIII	NOC from Competent Authority or undertaking in case of Government Employee.	JPG/JPEG/PNG/ PDF	500 KB (Max)
XIV	Service Certificate by Group-"C" and Group-"D" employees of the High Court. (Wherever Applicable)	JPG/JPEG/PNG/ PDF	500 KB (Max)
XV	In support of change/alteration/modification in name/surname, copy of publication in local leading daily newspaper as well as in the Odisha Gazette.	JPG/JPEG/PNG/ PDF	500 KB (Max)

7. Examination fee: Candidates are required to pay a non-refundable and non-adjustable fee of Rs. 500/- online through Debit Card/ Credit Card/UPI/ Net Banking system. **Candidates belonging to Schedule Caste and Schedule Tribe and Persons with Disability are exempted from payment of examination fee.**
8. (a) ***Only the application of applicant fulfilling eligibility conditions will be accepted.***
- (b) ***Applicants must ensure all relevant fields in the application are filled properly and relevant documents are uploaded in the respective space provided before final submission since editing after final submission will not be possible.***
9. On successful submission of online application form, a unique **Acknowledgement Number** will be displayed on the screen as well as on the top of the Application form.
10. The Candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

**Helpdesk for Candidates (During Court's office Hour)**

**E-mail Id – [ohcrecruitment1948@gmail.com](mailto:ohcrecruitment1948@gmail.com)**

**Contact No. - 9437498780**

**0671-2509788**